

PERSONAL INFORMATION

Tes2 Applicant2

📍 12, High Street (United States)

✉ app2@gmail.com

JOB APPLIED FOR

ACCOUNTS ASSISTANT

WORK EXPERIENCE

2016–Present

Accounting Assistant

McCloud Industries; Charlottesville, VA

Duties and Responsibilities

- Prepares projected monthly statements for various departments; the statements include cash flow statement , cash disbursement statement , and income statement .
- Assists Supervisors and Department heads in measuring projected versus actual monthly statements.
- Organizes and manages all documents such as invoices , official receipts , statements of accounts , and receiving and inspection reports.
- Prepares payroll; manages employee master file which is submitted to the depository bank every 12th and 28th of the month.
- Manages and updates employees' benefits and total compensation schedules.
- Monitors aging of accounts receivables; prepares and submits a report to Chief Accountant for appropriate action.
- Keeps track of the company's current and savings accounts .
- Updating the CRM , preparing spreadsheets , and answering the phone.
- Even if under pressure , detail-oriented after my duties
- Worked with administrative programs as Asana and Salesforce .

2015–2016

Accounting Assistant

Meridien Food Enterprises; Charlottesville, VA

Duties and Responsibilities

- Reconciled account balances: Accounts Receivable , Accounts Payable , and Cash Accounts.
- Monitored food cost by keeping track of inventory records of the company's various restaurants.
- Coordinated with the Purchasing Officer for the placement and scheduling of supplies; the number of supplies must be in accordance with the updated par stock levels of the restaurants.
- Participated in the month-end inventory count of select restaurants.
- Prepared the necessary financial reports: Cash Flow , Income Statement, Cash Disbursement , and Summary of Receivables/ Payables.
- Reviewed payroll schedule as prepared by the restaurants designated Team Leader .
- Budget-Planning
- Preparing financial reports
- Experience with audits
- Management of cash transactions

2014–2015

Accounting assistant

McKenzie and Harbaugh Property Developers; Charlottesville, VA

Duties and Responsibilities

- Updated journal entries .
- Prepared monthly projected cash flow and income statements .
- Received and organized sales invoices and official receipts .
- Prepared company payroll .
- Ensured the prompt payment of employee benefits .
- Studied and resolved any variances found in accounting records

EDUCATION AND TRAINING

2015–2017

College

Bachelor Degree – Accounting
Piedmont Virginia Community College